

Glossary

Common terms utilized in state government; specifically, the Commonwealth of Kentucky's Personnel Cabinet.

AGENCY: An administrative body created by the Kentucky Constitution or by the legislature or Governor under the provisions of law to carry out or perform governmental services required by the constitution or state law. (Example: Commission on Human Rights)

CERTIFICATION: The referral of the name of one (1) or more qualified prospective employees by the secretary on request of an appointing officer for consideration in filling a position in the classified service.

CLASS/JOB SPECIFICATION: The standard developed by the Personnel Cabinet that states the class title, title code, selection method, information, salary information, characteristic of the class, minimum requirements, examples of duties and responsibilities, date established and last revision.

COMPETITIVE: An advertised job posting that is open to any qualified applicant to apply.

CO-OP/INTERN: Postings that represent a position within the [Kentucky Co-op/Intern Student Program](#). With this program, students can be placed as an interim employee in their field of study and have the opportunity to learn how the workplace operates. Students must complete an application and apply to Co-op/Intern positions via COS. Students are then required to submit appropriate documentation to the Personnel Cabinet.

COS: COS or Career Opportunities System is an on-line recruitment system that allows applicants to search and apply for merit job openings within the Executive Branch of state government.

FEDERALLY FUNDED TIME-LIMITED OR FFTL: Positions which are funded 100% by a federal grant or grants. An FFTL position may be posted on COS and the hiring agency may obtain a register with candidates who have submitted an application. However, any candidate who meets the minimum requirements may be appointed and is not required to be on a register.

GRANT FUNDED TIME-LIMITED or GFTL: Positions are similar to FFTL positions, with the central distinction being a difference from where the funds are obtained and the means by which they are obtained (grants versus regular government dispersion). Also, GFTL positions are limited for use by the Department of Fish and Wildlife Resources, whereas FFTLs positions may be used by any agency.

IMMEDIATE FILL: A posting representing a job classification title that is continuously advertised in anticipation of a future vacancy. Agencies have a consistent and/or critical need for these types of jobs. Applications are accepted at all times, regardless of whether an actual vacancy exists. When a hiring agency notifies the Personnel Cabinet of a vacancy for an Immediate Fill title, the approved applicants with the county choice (designated on an applicant's COS application) matching the vacancy location are referred to the hiring agency for potential interview consideration.

INITIAL PROBATION: The period of service following initial appointment of any position under [KRS 18A.010](#) to [18A.200](#) which requires special observation and evaluation of an employee's work and which must be passed successfully before status may be conferred as provided in [KRS 18A.110](#) and by the provisions of this chapter. If the appointee is granted leave in excess of twenty (20) consecutive work days during this period, initial probation shall be extended for the same length of time as the granted leave to cover such absence. "Initial probation" does not include a probationary period served by a laid-off employee who accepts a bona fide written offer of appointment. [SEE [KRS 18A.005 \(19\)](#).]

INTERIM POSITION: A temporary position, lasting less than 9 months. This type of employment opportunity may exist throughout the state and can be advertised at any time. Typically, these positions become available in spring and summer primarily in state parks. Interim positions may be posted in COS. However, unlike merit positions, Interim positions are not required to be posted in COS. Applicants may apply directly with an office or agency when looking for an Interim position.

[101 KAR](#): The Kentucky Administrative Regulations that regulate agency implementation of personnel programs within limits set by statutes.

[KRS 18A](#): The Kentucky Revised Statutes (KRS) governing the state personnel and the merit system.

MERIT POSITION: A position in the executive branch of state government in the classified service. Merit system employees serve a probationary period when they begin working for the state. Usually, the probationary period lasts six months, but may be as long as twelve months depending on the classification. When the probationary period is over, employees gain merit system "status," which gives employees certain additional rights and privileges. The merit system emphasizes making personnel decisions based on an individual's qualifications and performance. The merit system also protects state employees against arbitrary actions and discriminatory practices.

NON-MERIT POSITION: A position in the unclassified service. Non-merit positions are not included in the merit system. These positions generally include the staffs of the governor and lieutenant governor, policy-making managers, and interim employees.

PERSONNEL BOARD: The agency created by law to conduct hearings on appeals filed by employees who allege that they have been penalized by their employer (agency) in a manner that violates KRS 18A and the personnel administrative regulations. The Personnel Board also writes regulations governing how employees may be promoted, transferred, demoted, or disciplined.

PERSONNEL CABINET: The central agency created by law to administer and implement the state merit system and provide guidance to all other agencies on acceptable human resource practices. This agency is also responsible for administering the statewide classification plan, compensation plan, payroll and personnel processing, employment opportunities, health insurance, life insurance and many other employee benefit programs.

REEMPLOYMENT: The rehiring of an employee with status who has been laid-off. [SEE [KRS 18A.005 \(30\)](#).]

REEMPLOYMENT REGISTER: The separate list of names of persons who have been separated from state service by reason of layoff. Re-employment registers shall be used as provided by the provisions of KRS 18A.110, 18A.130, and 18A.135.

REGISTER: Any official list of eligible candidates for a particular class and, except as provided in chapter (KRS 18A), for use in making original appointments or promotions to positions in the classified service.

REINSTATEMENT: The privilege of restoration of an employee who has resigned in good standing at the option of the appointing authority, or who has been ordered reinstated by the Personnel Board or a court to a position in his/her former class, or to a position of like status and pay. [SEE [KRS 18A.005 \(33\)](#).]

STATUS: The acquisition of tenure with all rights and privileges granted by the provisions of KRS 18A after satisfactory completion of the initial probationary period by an employee in the classified service. [SEE [KRS 18A.005 \(36\)](#).] A merit employee with status may apply to internal mobility job postings.

TEN DAY POSTING: A regular or **10-Day** posting is a job vacancy announcement which, as its name indicates, is posted on COS for a minimum of 10 days. These postings can be further designated into two distinct categories. A promotional vacancy is only open to current state (or merit) employees; external candidates may not apply. Secondly, a competitive vacancy is open to all candidates; anyone who meets minimum requirements may apply to a competitive job posting.